



**CAFTPC Monthly Board Meeting  
April 22, 2021 at 10 am via Zoom  
(rescheduled from April 15)  
Agenda**

- I. Call to Order/Introductions (Chairman Michael Manikowski)
- II. Review and Approval of March Minutes and Special Meeting Minutes (Chairman Michael Manikowski)
- III. Tech Farm I
  - a. Incubator Status Update (Bill Strassburg)
- IV. Tech Farm II
  - a. EDA Grant Updates (Harry Sicherman)
  - b. Tech Park Legal Counsel (Harry Sicherman)
  - c. Revolving Loan Fund (Sage Gerling)
  - d. Meeting with AES (Brendan Tydings)
- V. Tech Park Strategic Plan (Bill Strassburg/Michael Nozzolio/Jan Nyrop)
  - a. Renaming to Innovation Park at Cornell AgriTech (Catharine Young)
- VI. Operations (Sarah Meyer)
  - a. Monthly Notes – Building and Tenant Happenings
- VII. Tech Park Financial Report (Sarah Meyer/Brendan Tydings)
  - a. Expenses >\$2000 for Audit Committee
  - b. Projected Expenses/ Budget Forecast
- VIII. Adjourn Meeting (Chairman Michael Manikowski)



**Minutes from...**  
**Tech Park Monthly Board Meeting**  
**April 22, 2021 at 10 am via Zoom**

**Members in Attendance (alphabetical by last name):**

Sage Gerling, Michael Manikowski (Chairman), Michael Nozzolio, Jan Nyrop, William Strassburg, Brendan Tydings, Catharine Young

**Non-Members in attendance (alphabetical by last name):**

Deb Lemke, Sarah Meyer, Harry Sicherman

**I. Call to Order/Introductions (Chairman Michael Manikowski)**

The meeting was called to order at 10:04 am.

**II. Review and Approval of 2020 Financial Statements**

Deb Lemke of Petrella Phillips LLP reviewed the CAFTPC 2020 audit documents and noted having no issues. There is a good directional trend in lowering expenses but focus and efforts could be made on utilities, given it is one of the largest expenses. *Motion to accept both the 2020 Financial Statement report and 990 Form made by Jan Nyrop; seconded by Sage Gerling. No discussion. Passed unanimously at 10:21am.*

**III. Review and Approval of March 18, April 2, and April 16 Board Meetings**

*Motion to approve the minutes from the March 18 CAFTPC Board Meeting and Special Meetings on April 2 and April 16 made by Catharine Young; seconded by Jan Nyrop. No discussion. Passed unanimously at 10:25am.*

**IV. Tech Farm I**

**a.) Incubator Status Update (Bill Strassburg)**

No significant updates to provide at this time.

**IV. Tech Farm II**

**a.) EDA Grant Updates (Harry Sicherman)**

Harry Sicherman reported that the EDA quarterly reports are due and that his firm is completing those. Hunt Engineers has sent their proposal and through exchange with Harry Sicherman and Brendan Tydings it will be tweaked to represent the budget. Brendan Tydings is confident that once the plan gets to general contractors, they will be hungry for the work. Sage Gerling exchanged with MRB and the loose ends that may still remain.

**b.) Tech Park Legal Counsel (Harry Sicherman)**

Harry Sicherman will compile documents for counsel and forward them.

**c.) Revolving Loan Fund Terms (Sage Gerling)**

Sage Gerling has prepared a letter for Michael Manikowski's signature. A timeframe for moving forward with loan documents and an attorney was discussed. It was noted that the mortgage does not activate until the manufacturing building is complete. Michael Manikowski

suggests resolution that CAFTPC signs the loan documents and pays the fee and closing costs. *Motion made by Catharine Young to sign documents and make payment to the City of Geneva for approved Revolving Load Fund; seconded by Michael Nozzolio. No discussion. Passed unanimously at 10:42 am.*

**d.) Meeting with AES**

A press release was circulated stating a \$500K ESD award was awarded to CAFTPC for the manufacturing project. The number of jobs created by AES in the new building will be confirmed, as well as jobs from tenants that move within and into the Tech Farm spaces. The ESD award sounds promising. Brendan Tydings will invite Dan Rao of AES to the May Board Meeting (May 20) as he hopes to have a project timeline from Hunt Engineers by then. Catharine Young directed a discussion around potential tenants of the new building and available space at the Tech Farm. Brendan Tydings set an intention to meet with all three entities to understand best scenario for placement at Tech Park.

**V. Tech Park Strategic Plan (Bill Strassburg/Michael Nozzolio/Jan Nyrop)**

Center of Excellence staff has been working toward revisions to CAFTPC website and potential new splash page. Carrie Carmenatty is pursuing a \$2K grant from Farm Credit East on behalf of the CAFTPC to afford the webpage revision/upgrade. Catharine Young shared ideas for renaming the Tech Park to Innovation Park at Cornell AgriTech, noting a potential need for a ribbon cutting event and new signage. Bill Strassburg questioned trademark of the phrase name and necessary Cornell permissions. Jan Nyrop has begun introduction of the renaming with Cornell staff and recommended further vetting. No budget exists for this campaign so a total rebrand will need to be postponed.

**VI. Operations (Sarah Meyer)**

**a.) Monthly Notes**

Sarah Meyer reviewed the Notes document provided to Board members. *Motion made to secure Directors & Officers Insurance from Finger Lakes Partners (not to exceed \$1335); seconded by Michael Manikowski. No discussion. Passed unanimously at 11:28 am.* The forklift situation has been put on hold until Dan Rao moves out of the Tech Farm.

**VII. Tech Park Financial Report (Sarah Meyer/Brendan Tydings)- See Notes and Reports**

**a.) Expenses >\$2000 for Audit Committee**

See Notes for list. All were signed for by Michael Manikowski.

**b.) Projected Expenses/ Budget Forecast**

Sarah Meyer presented the Notes document outlining the expenses and financial reports. Brendan Tydings offered a budget forecast explanation. With Board approval, Brendan Tydings would like to see any incoming support to be used as a safety net rather than for affording normal expenses. The CAFTPC is balancing their budget 1:1 while juggling priorities. Regarding the Revolving Loan Fund from the City of Geneva, CAFTPC would be responsible for paying the interest on the \$200K until the project is complete (3.25%, prime).

**VIII. Adjourn Meeting (Chairman Michael Manikowski)**

*Motion for the meeting to adjourn is made by Catharine Young; seconded by Brendan Tydings. No discussion. Passed at 11:37am.*

